

MONTGOMERY COUNTY, MARYLAND
DIVISION OF TREASURY
255 Rockville Pike, Suite L-15
Rockville, Maryland 20850
Phone: (240) 777-8994
Fax: (240) 777-8954

ROOM RENTAL-TRANSIENT TAX
ACCOUNT NUMBER ASSIGNED _____

APPLICATION FOR MONTGOMERY COUNTY ROOM RENTAL-TRANSIENT TAX ACCOUNT NUMBER
PLEASE READ PAGE ENTITLED APPLICATION INFORMATION BEFORE COMPLETING THIS FORM.
ALL QUESTIONS MUST BE ANSWERED ---PRINT OR TYPE

1. Name under which business is to be conducted _____
2. Address of business _____
(Street & Number) (City or Town) (State) (Zip)
3. Is this a new business? _____ YES _____ NO
4. Date started or date to start at above address _____
(Month) (Day) (Year)
5. Mailing address of business, if different from line 2.

(Street & Number) (City or Town) (State) (Zip)
6. Telephone number of business (____) _____
7. Name and address of owner, if different from lines 1, 2 or 5.
Name _____
Address _____
(Street & Number) (City or Town) (State) (Zip)
8. Type of ownership: _____ Individual Proprietor _____ Partnership _____ Corporation _____ Other
Explain Other _____
9. Name and address of Partner or Principal Officers (attach another page if necessary)

10. Type of accounting method: _____ Cash _____ Accrual basis _____ Other
Explain Other _____
11. Name and address where accounting records are maintained (If same as 1, 2 or 5 above, leave blank)

12. Monthly filing is required unless quarterly filing is requested. To request quarterly filing check here _____ . If checked, quarterly filing is approved unless denied in writing by our office.

(SIGN HERE)

(TITLE)

(DATE)

(TYPE OR PRINT NAME OF SIGNER)

ROOM RENTAL-TRANSIENT TAX APPLICATION INFORMATION

1. Every hotelkeeper, which includes brokers, receiving any payment for room rental is subject to this tax, must submit an application for Montgomery County Room Rental-Transient Tax Account Number.
2. Montgomery County Room Rental-Transient Tax account numbers established by the Director of Finance shall not be transferred.
3. The monthly return should be accompanied by the tax payment.
4. Make check or money orders payable to Montgomery County, Maryland. **Do not send cash.**
5. Monthly returns must be filed on or before the last day of each month, covering the immediate preceding calendar month. Upon written application to and with the consent of the Director of Finance, the following schedule may be adopted for filing returns:

<u>For Months of</u>	<u>Return Due On/Or Before</u>
January, February, March	April 30th
April, May, June	July 31st
July, August, September	October 31 st
October, November, December	January 31st

When using the quarterly schedule for filing, a return for each month must be completed.

VISIT OUR WEB SITE ON EXCISE TAXES AT:
www.montgomerycountymd.gov